

Steven M. Cormier

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Skills

Ability to analyze, quickly learn, and execute complex tasks.
Clear concise communication skills, honed academically and professionally.
Detailed and meticulous organizational mindset.
Highly reliable public sector employee with years of trusted experience.

Experience

City of Burlington: Code Enforcement Administration, September 2018 – *present*
Administering the city's Rental Housing and Vacant Buildings program, utilizing detailed knowledge of BCO Chapters 8 and 18; closeout-support within the municipal permitting process; accounting for housing and occupancy revenue streams; staffing and supporting the Board of Health; ongoing tracking of permitting statistics; general research at the behest of public requests.

City of Burlington: Public Works Administration, October 2015 – September 2018
Coordinating department-wide policies and rendering knowledge for the public and expert support to employees; creation and maintenance of Standard Operating Procedure (SOP) manual; accounting for daily multi-source revenue; staffing and supporting the Public Works Commission; researching and analyzing data for permitting, property research, public records requests, and general services.

City of Burlington: Public Works Parking Division, October 2010 - September 2015
Providing excellent customer service at multiple municipal parking facilities; processing customer payments; maintaining and recording daily payment and traffic records; performing system maintenance when required; balancing deposits at end of shift.

VT Digger: Political Reporter/Intern, January 2010 - May 2010

Samuel Read Hall Library: Circulation Clerk, September 2009 – May 2010

Bailey/Howe Library: Overnight Supervisor, September 2007 – May 2008

Education

Lyndon State College

Bachelor of Arts (*cum laude*) - English; Journalism and Writing, May 2010

Certifications

Vermont Panurgy

Leadership Institute – Certificate of Achievement, June 2017